

**CITY OF NORWALK  
FINANCE/CLAIMS COMMITTEE  
REGULAR MEETING  
OCTOBER 11, 2018**

**ATTENDANCE:** Greg Burnett, Chairman; Ernest Dumas; Douglas Hempstead; John Igneri; John Kydes; Nick Sacchinelli

**ABSENT:** Travis Simms

**OTHERS:** Fred Gilden, Comptroller, Chitsamay Lam, Comptroller's Department; Al Palumbo, Assistant Tax Collector; Angela Fogel, Director of Management and Budgets; Karen Del Vecchio, Director of Information Technology; Steven Birney, GIS Analyst

**CALL TO ORDER**

Mr. Burnett called the meeting to order at 7:10 p.m.

**ROLL CALL**

Mr. Burnett called the roll. A quorum was present.

**PUBLIC PARTICIPATION**

There was no one from the public present that wished to address the Committee at this time.

**APPROVE THE MINUTES OF THE FOLLOWING FINANCE COMMITTEE MEETINGS:**

**September 13, 2018**

**\*\*MR. KYDES MOVED TO APPROVE THE MINUTES OF SEPTEMBER 13, 2018.  
\*\*THE MOTION TO APPROVE THE MINUTES OF SEPTEMBER 13, 2018 PASSED WITH FOUR (4) IN FAVOR (BURNETT, HEMPSTEAD, IGNERI AND KYDES) AND TWO (2) ABSTENTIONS (DUMAS AND SACCHINELI).**

**MONTHLY TAX COLLECTOR'S REPORTS-- RECEIVE REPORTS AND DISCUSS.**

Mr. Palumbo said there were several refunds over the \$10,000 limit, two of which were real estate. He said this resulted from changes in the tax law which prompted people to prepay their taxes in December but the bank paid in January.

He said there was a motor vehicle refund for \$38,000 for 151 vehicles. He said refund applications were issued one to two years ago and none were returned. He said that Toyota reached out for prorations. He said they consolidated the claims and took care of them en masse rather than individually.

Mr. Burnett asked if there is a time limit for refund applications. Mr. Palumbo said the time limit is 3-years from the due date of the installment.

Mr. Palumbo said that there is another refund for \$20,000 from a person who prepaid their taxes in December, but the bank paid the taxes in January. The banks have started to reach out about overpayment.

Mr. Hempstead said there is a refund on the report regarding a zoning fine being waived that he has never seen before. Mr. Palumbo said the City added properties to the tax sale that didn't meet criteria for delinquent taxes but they owed extensive zoning fines or blight fees. He said the City can tax sale properties for blight fees, but it is a grey area for zoning fines. He said they had to work with legal to refund some of the blight fees to the property owner. He said they worked with Steve Kleppin of P&Z and Brian McCann who authorized the payment and remedied the zoning issues. He said they may not have been authorized to collect the fees in the way they did and there was a settlement.

Mr. Kydes asked if the City was working with Brian MccAnn, Esq., and if he directed the tax collector's office to waive the fees. Mr. Palumbo said he was directed to waive the fees. He said they had never encounter this situation before.

Mr. Burnett said that the claims report will need to go to the full council for approval because there were two items over \$10,000.

**\*\*MR. HEMPSTEAD MOVES TO APPROVE CLAIMS REPORT.  
\*\*THE MOTION PASSED UNANIMOUSLY AND THE REPORT WILL BE  
SENT TO CITY COUNCIL FOR VOTE.**

**NARRATIVE ON TAX COLLECTIONS DATED OCTOBER 11, 2018 --  
RECEIVE REPORT AND DISCUSS.**

Mr. Palumbo said they are on pace for tax collections with the previous year. He said because of the tax sale they are ahead on back tax and fee collections. He said five of the properties the City sold at the tax sale were redeemed.

Mr. Burnett asked if there was a hard copy of the narrative. Mr. Palumbo said Ms. Biagiarelli is away on vacation and hard copy had been produced. Mr. Burnett asked

when a hard copy of the report would be available. Mr. Palumbo said Ms. Biagiarelli is back on Monday. Mr. Burnett asked Mr. Palumbo to email the Committee the report. Mr. Burnett said the committee will accept both the Tax Narrative and Collectors Report as information.

**RESOLUTION: Authorizing the purchase agent to issue purchase orders to Eagle View Technologies, Inc., a sole source provider for the acquisition of aerial photography for the entire City of Norwalk for the amount not to exceed \$23,530.50.**

**\*\*MR.IGNERI MOVES TO DISCUSS THE ITEM.**

Ms. Del Vecchio said the item is for professional services to conduct a flyover of Norwalk for aerial photography with 3-inch resolution and obliques. She said this aerial photography will be integrated with the City's GIS platform and will be made available to other departments. She said it useful to any department that needs spatial information, including Planning & Zoning and Public Works.

Ms. Del Vecchio said the flyover will be conducted in Spring of 2019, after the snow melts and before there is a canopy on the trees. She said the last time the State did a flyover in 2016 it did not include oblique photography nor did it include measurement tools important to City departments. She said at this time they have no information that WestCOG has a flyover planned.

Ms. Del Vecchio said they identified this project as key to the 2018 - 2019 budget development cycle. She said they did receive approval for this project through the Planning Commission and then through the City Council.

Ms. Del Vecchio introduced Steven Birney, the GIS analyst for the City of Norwalk, formerly of the Public Works Department, who is now part of the IT Department.

Mr. Birney said that the plane that will fly over Norwalk in Spring 2019 will take pictures straight down and north, south, east, and west. He said the plane will take pictures at an angle and enable measurements of buildings, including volume measurements. He said this data will be integrated in Norwalk's GIS. He said the public will have access to the photography and information, but only City staff will have access to measurements.

Mr. Birney said this information will be useful to the Tax Assessor and the appeals process, along with public works for engineering projects, and the real estate market.

Mr. Birney said they will be getting aerial imagery of Norwalk in 2018 and 2019. He said the vendor captured the City this year and they will be providing that imagery for free along with data.

Mr. Burnett asked if it would be less expensive to use drones versus using a plane. Mr. Birney said that drone technology could not do this work. He said Norwalk is 33 square miles and no one in the nation is using drones to capture a space that large.

Ms. Del Vecchio said the airplane is flown in a grid pattern over the City which ensures it covers every square 3 inch.

Mr. Burnett asked if the City charges a fee for this information to real estate agents. Mr. Birney said the City does not charge for GIS information. He said it benefits economic development to provide the information for free. Ms. Del Vecchio said they don't provide oblique information nor measurements to the public, such as sewer connections, pipe connections, or other sensitive information, including building measurements.

Mr. Burnett asked if it necessary to alert the public to the flyover in Spring 2019. Mr. Birney said there is no need to as residents will not notice the flyover. Ms. Del Vecchio said the flight will likely occur over several days.

Mr. Kydes asked if the company tasked with the 2019 Norwalk revaluation will have access to this information. Mr. Birney said the company would have access.

**\*\*THE ITEM PASSED UNANIMOUSLY, AND WILL BE SENT TO CITY COUNCIL FOR VOTE.**

**RESOLUTION: APPROVE A SPECIAL CAPITAL APPROPRIATION IN THE AMOUNT OF \$75,000 to purchase a mobile popup library. The funds will be drawn from the balance in the Capital Fund.**

Mr. Burnett said representatives from the library were not available for comment because of a library board meeting happening at the same time.

**\*\*MR. IGNERI MOVES TO DISCUSS THE ITEM.**

Mr. Gilden said that the reason that this project wasn't in regular capital appropriation is because the Mayor and the Finance Director wanted to ensure the library reviewed their projects and closed out any that were not being worked on. He said they closed out projects over and above the cost of the mobile popup library and will use the money from the fund balance to pay for this project. He said the project has gone through Board of Estimate and needs to go through Planning Commission.

Mr. Burnett said two projects were closed out for \$13,500 and \$66,000. He said that roughly \$79,000 was turned in.

Mr. Burnett said the mobile popup library would be a great addition to the City to keep the spirit of reading alive throughout the year. He asked if it would be able to process library cards. Mr. Gilden said it would.

Mr. Kydes asked if operating the mobile popup library would be a recurring expense. Ms. Lam said the library's operating budget covers the staff and books needed.

Mr. Burnett said the mobile popup library electric powered, so there are no gasoline costs. He said staffing and maintenance are covered.

Mr. Hempstead asked if in next year's capital request there will be a request for the monies returned to the two projects that were approved but closed out. Mr. Gilden said those projects are closed. Mr. Burnett said the projects might still happen in the future. Mr. Gilden said that any project would go through the proves again and need to be vetted just like any other project.

Mr. Dumas asked about the durability and capacity of the book mobile. Mr. Burnett said there is a limit to 50 to 100 books for the book mobile.

**\*\*THE ITEM PASSED UNANIMOUSLY AND WILL BE SENT TO CITY COUNCIL FOR VOTE.**

#### **Receive Oak Hill Authority Monthly Financial Statements for August 31, 2018.**

Mr. Burnett said on September 27<sup>th</sup> an open public discussion with community occurred about the bar area in the restaurant. He said a majority was in favor with a set closing time for the bar area. He said they are recrafting the lease terms and expect to have a meeting next week before the lease goes to Oak Hills. He said the audit report from Oak Hills is still pending. He said Oak Hills is responsible for conducting the audit report.

He said loan payments to Oak Hills continue to be outstanding.

Mr. Burnett said most of the public comments were about closing the bar during the week during the day or late at night. He said most residents said they didn't have a problem with the bar and it would make the restaurant more attractive. He said Oak Hills appeared to not have a problem with imposing those time constraints.

#### **ADJOURNMENT**

**\*\*MR. IGNERI MOVES TO ADJOURN.  
\*\*THE MOTION PASSED UNANIMOUSLY.**

Mr. Burnett adjourned the meeting at 7:50 p.m.

Respectfully submitted,

R. Ensign  
Telesco Secretarial Services